Excel 2010 – Charts, Graphs and More (Level 3 of 4)

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Duration
2.5 hours (An additional 30 minutes if needed for questions)

Overview
Excel 2010 Charts, Graphs and More — the third in a series of four — is designed to enable the user to take data in a spreadsheet and display it in a visual format. Data visualization enables the viewer to understand raw data more quickly, as well as variability and trends. Additional topics, including a discussion about macros, will be covered.

Who should attend
This course is designed for anyone who wishes to use the power of Excel for either personal use, or in their work environment. Being able to take massive amounts of data and display it in a simple graph or chart can make the point more easily and clearly when only an overview or trend is needed.

Prerequisites
- A working knowledge of the Windows environment is beneficial; however, with the recent changes in Microsoft Office making the Excel environment more standardized across platforms, the comfort level for a Mac user on a Windows box using Excel 2010 is high.
- A basic knowledge of Excel fundamentals, including basic navigating Excel, worksheet elements, and formatting data. These basics and more are included in the Excel 2010 – Fundamentals class.

Topics to be covered
- Types of charts and graphs, including column, line, pie, bar, area and XY (scatter) charts
- Anatomy of a chart
- Creating and formatting charts
- Trend lines
- Standard deviation bars
- What makes a good chart / graph
- Placing charts in other Office applications
- An in-depth discussion about macros

The workshop is comprised of three primary elements:
1. PowerPoint presentation/lecture followed by demonstration of each task to be performed
2. Hands-on exercises designed to let the user execute the demonstrated tasks
3. Question session beginning with an audience response system (iClickers) where participants enter answers anonymously to a series of questions. If the response to a question indicates a less-than-optimal number of correct answers, the topic is reviewed again — this time with student participation.